Community Service Grants – Online Application Instructions (1.0)

Figure 1: The opening screen provides an explanation of the funding opportunity. Click on "APPLY" to setup a user name and password.

Figure 2: Click on "REGISTER" to setup a username and password.

Figure 3: Create a login by providing an email address and password.

Figure 4: Populate the contact information for the person responsible for completing the online grant application (i.e. Executive Director).

Figure 5: Do not fill in "ORGANIZATION CODE". If applicable, select "SAME AS ABOVE" and your information will be populated. If it is not the same as above, please fill out each section. Click "REGISTER" once complete.

Community Service Grants – Online Application Instructions (1.0)

FY2019 Community Service Grants

Print Help | Save | Apply

Opportunity Information
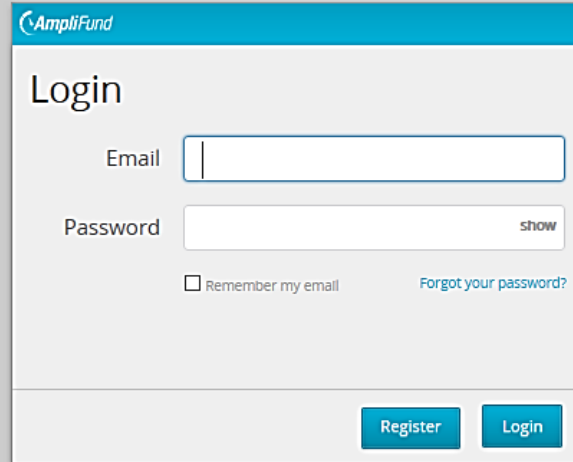
Title	FY2019 Community Service Grants
Description	Thank you for your interest in applying for a Community Service Grant (CSG). Mecklenburg County utilizes CSG funds as an opportunity to partner with local nonprofit agencies that serve county residents to deliver targeted services aligned to the County's strategic goals. In Fiscal 2018, Mecklenburg County funded Community Service Grants at $1,292,104; however, there is no set total dollar amount for the CSG funds. To determine whether your organization meets the minimum requirements, please scroll down and review the section titled Eligibility Information.
Opportunity Manager	Christopher Williams
Posted Date	10/27/2017
Archive Date	12/1/2017
Public Link	https://www.gotomygrants.com/public/opportunities/details/1a032358-146b-451c-ba05-aa851db50dd4
Is Published	Yes

Funding Information

Funding Sources	Default Mecklenburg County $0.00
Estimated Total Program Funding	$0.00

Figure 6: The opening page displays the online application will be available from October 27 – December 1, 2017 until 11:59PM. To begin the online application, click "APPLY" in the upper right-hand corner.

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Eligibility Information

Eligibility Type	Public
Eligible Applicants	Nonprofits with 501(c)(3) status (excludes institutions of higher education)
Additional Eligibility Information	(1) Serve the residents of Mecklenburg County (2) 501(c)(3) non-profit classification with the IRS (3) Documentation supporting a diversified workforce (i.e. EEO policy) (4) Professional membership to support organizational sustainability (5) Independently CPA audited financial statements for FY2016 (6) Clearly contribute to one of seven key themes: • Optimizing Investments in Criminal Justice, • Strengthen Families, • Economic Development, • Greater Economic Independence for Residents, • Aging with Dignity, • Community Health & Wellness, and • Environmental Stewardship. (7) No revenue suspension (8) No overdue taxes

Additional Information

Additional Information URL	https://www.mecknc.gov/CountyManagersOffice/OMB/Documents/CSGs/Funding-Categories.pdf
Additional Information URL Description	For more details, select the link above to access the Community Service Grants public website. On the site, you can find a copy of the information session, a how-to guide for this application, and other resources.

Save & Continue

Figure 7: The "ELIGIBILITY INFORMATION" provides the 8 criteria. Also, "ADDITIONAL INFORMATION" provides a link to the key theme descriptions (funding categories). After reading the opening page, click "APPLY" in the upper right-hand corner of the page.

Community Service Grants – Online Application Instructions (1.0)

Figure 8: The "PROJECT INFORMATION" page is required to create a log of your application in our system. The "APPLICATION NAME" will not automatically populate. Please insert the name of your organization. Also, select "MARK AS COMPLETE" after providing the requested information. Side Note: the "MARK AS COMPLETE" text is not visible here since it has already been selected (red text) for this example.

Figure 9: Sort the "FORMS" by "NAME" to make sure the application is in sequential order. Click on "1. PROPOSAL COVER SHEET" to populate the application (section 1 of 5).

Figure 10: The information provided on this page is the beginning of your official application.

Figure 11: Select "MARK AS COMPLETE" after all fields are completed. Click "SAVE & CONTINUE" to navigate to the next page (section 2 of 5).

Figure 12: The "FUNDING CATEGORIES" display the seven community-facing key themes (funding categories). Select the key theme that applies to your program. Click on the link to see the key theme descriptions again. Select "MARK AS COMPLETE" followed by "SAVE & CONTINUE" to navigate to the next page (section 3 of 5).

Audited Financial Statements

Do you have independently CPA audited financial statements for fiscal/calendar year 2017? The official due date is Friday, May 11, 2018. *

○ Yes
○ No. The audit will be available at a later date.
○ No. We do not and will not have an audit.

IRS Letter

Copy of IRS letter certifying non profit classification: *

[Choose File]

Workforce Representation

Documentation supporting agency's effort to achieve and or promote a diversified workforce (i.e. Diversity Policy, EEO Statement, Management Plan): *

[Choose File]

Articles of Incorporation

Copies of Articles of Incorporation and Bylaws: *

[Choose File]

Salary Disclosure

Document displaying the salary and benefits associated with each program position: *

[Choose File]

Professional Affiliations:

Confirmation of membership with a professional association: *

[Choose File]

[Save] [Mark as Complete] [Save & Continue]

Figure 13: The "REQUIRED DOCUMENTS" section requires that 6 items are uploaded. Select the applicable answer for the "AUDITED FINANCIAL STATEMENTS" question. If "YES" is selected, a "CHOOSE FILE" box will appear to upload your audit. Continue to select "CHOOSE FILE" to upload the remaining five documents. Click "MARK AS COMPLETE" followed by "SAVE & CONTINUE" to navigate to the next page (section 4 of 5).

AmpliFund
Grant Management

grants@mecklenburgcountync.gov

FY2019 Community Service Grants

Opportunity Details — Project Information — Application Forms (5) — Submit

4. Program Narrative
4 of 5

Save   Save & Continue

Please complete each narrative text box below and limit your responses for each question to 1200 characters. Insert "N/A" for any question that is not applicable (i.e. Collaboration and Partnerships).

Problem Statement

Describe the specific need the service proposes to address within the key theme. Provide evidence (i.e. research or data findings) to support a clearly defined problem. *

Formats ▾   B   I   ≡ ≡ ≡ ≡   ☰ ☷ ☲ ☲   🔗   🖼   <>

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Figure 14: The "PROGRAM NARRATIVE" section has eight questions that require narrative information. The "PROBLEM STATEMENT" is the first question. The remaining seven questions are below. Each answer should be 1,200 characters or less.

14

Service Strategy

Explain the strategy that will be used to address the problem stated above. As available, provide evidence that the strategy will be successful. Include data on past performance and outside research as appropriate. *

Formats ▾ | **B** | *I* | | | | | | | | | | |

Figure 15: Question 2 of 8 in the "PROGRAM NARRATIVE" section.

Service Delivery and Key Activities
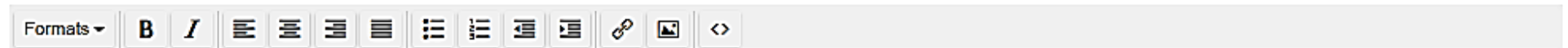
Describe the service delivery process. Include staff, key activities and timelines. *

Formats ▾ | **B** | *I* | | | | | | | | | | |

Figure 16: Question 3 of 8 in the "PROGRAM NARRATIVE" section.

Target Population

Describe the characteristics of the target population that benefits directly from the service. *

Formats ▾ | **B** | *I* | | | | | | | | | | |

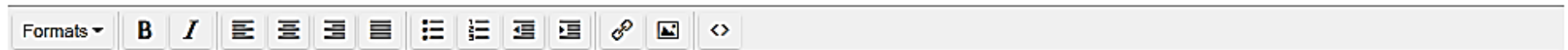*Figure 17: Question 4 of 8 in the "PROGRAM NARRATIVE" section.*

Service Geography

Please describe the location within Mecklenburg County where your services are provided. Be as detailed in your description as possible. *

Figure 18: Question 5 of 8 in the "PROGRAM NARRATIVE" section.

Collaboration and Partnerships

If applicable, describe how the service will use collaboration or partnerships to achieve results. *

Figure 19: Question 6 of 8 in the "PROGRAM NARRATIVE" section.

Service Results

Describe the results this service will deliver in Fiscal Year 2019 (July 1, 2018 - June 30, 2019) and (long-term) in the next 2-4 years. *

Figure 20: Question 7 of 8 in the "PROGRAM NARRATIVE" section.

Professional Association

To what professional association(s) does your organization belong? How does/do the association(s) support your organization's sustainability? *

Figure 21: Question 8 of 8 in the "PROGRAM NARRATIVE" section. Select "MARK AS COMPLETE" followed by "SAVE & CONTINUE" to navigate to the next page (section 5 of 5).

Figure 22: The "BUDGET & PERFORMANCE" section is the last step before submitting your application. Under the "BUDGET" heading, download the "CSG BUDGET TEMPLATE" and save it to your computer. Update the excel worksheet and attach it by selecting "CHOOSE FILE". Repeat the same steps under the "PERFORMANCE" heading.

Figure 23: Under "DATA COLLECTION METHODOLOGY" provide an explanation. Afterwards, select "MARK AS COMPLETE" followed by "SAVE & CONTINUE" to navigate to the submission screen.

Figure 24: After clicking "SUBMIT" there will be an option to download a copy by selecting "APPLICATION". Select "EXIT" once the final step is complete.